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Hayward.

Boards and commissions: city of
Hayward citizens information. [197-]

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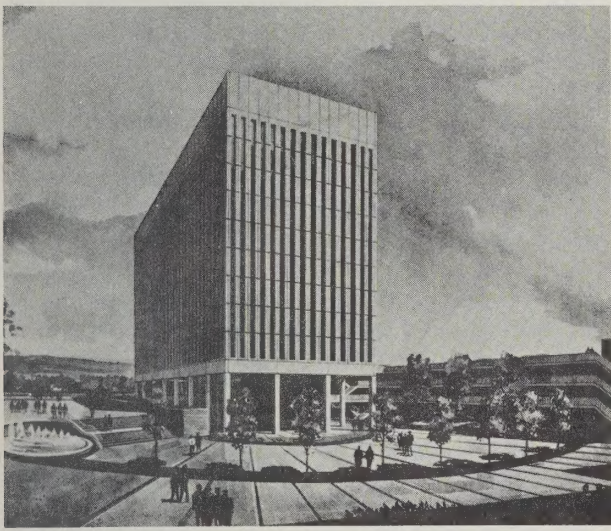
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BOARDS AND COMMISSIONS



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STRUCTURE OF HAYWARD MUNICIPAL GOVERNMENT

The City of Hayward, incorporated March 11, 1876, is governed by a seven-member City Council, elected at large for four-year terms on a staggered basis. The City Charter, which was adopted in 1956 gives the Council authority to enact laws, approve the budget, levy taxes, make appropriations and conduct business for the general welfare of the city. A charter amendment approved by voters in 1964 authorized direct election of the Mayor for a four-year term. Previously the Council had selected the Mayor from the Council membership in rotation based on seniority.

According to the amended charter, the elected Mayor is recognized "as the official head of the City for all ceremonial purposes." The Mayor serves as presiding officer at all Council meetings and signs official documents of the Council. He is entitled to vote on all matters coming before the Council, "but shall possess no veto power." The charter further stipulates that "he may use the title of Mayor in all cases, but the same shall not be construed as conferring upon him administrative or judicial functions."

In 1947 Hayward voters approved the Council-Manager form of municipal government. The present City Manager is the fifth to hold this office. The Council appoints the City Manager, the City Clerk and the City Attorney. The City Manager, as the City's Chief Administrative officer, appoints all department heads and is responsible for hiring all City employees.

The City Manager receives policy guidance from the Council in form of resolutions, ordinances and directives. It is his responsibility to see that these directives are carried out by the various operating departments. He provides the Council with background information on all subjects under study. In the process of preparing the annual budget, the City Manager reviews all department proposals before making his recommendations to the Council.

The Assistant City Manager is responsible for administrative detail, as well as supervision of department heads, clerical help assigned to the City Manager's office and to the various advisory boards and commissions.

DUTIES AND RESPONSIBILITIES OF ADVISORY BOARDS AND COMMISSIONS

Because members of the City Council do not have time to become familiar with all phases of every problem which they must consider, they are dependent in large measure on factual and objective information furnished by the City Staff and Council-appointed boards and commissions. These advisory bodies are composed of public-spirited citizens who have specialized knowledge of the areas with which their particular commission or board may be concerned.

Members of these citizen advisory groups are appointed to four-year terms. Because administrative functions of Hayward City government are performed by the City Manager and his staff, in accordance with policies and decisions of the City Council, the role of boards and commissions is primarily advisory. Staff members are assigned to these bodies to assist in the fact-finding processes through which the agencies develop their recommendations to the Council. These staff assistants are not employees of the boards and commissions, but are answerable directly to their respective department heads, and ultimately to the City Manager.

Staff members provide technical and background information for the review of programs initiated either by departments or the City Council. Frequently matters are referred to several boards or commissions. For example, an industrial subdivision map under study by the Planning Commission may be referred to the Industrial Commission and the Public Services Commission for comment. Maps involving zoning change applications, or area studies concerned with industrial zoning, are referred by the Planning Department to the Industrial Commission for review and recommendations to the Planning Commission.

The City Charter prohibits any member of a board or commission serving on any other similar body or holding paid office or employment in City government. Only the Planning Commission and Personnel Board are named in the City Charter and their authorities delegated. Other boards and commissions can be appointed or disbanded at the pleasure of the Council.

BOARD OF ADJUSTMENTS

The City Board of Adjustments' five members are empowered under the Zoning Ordinance to approve, conditionally approve, or disapprove Use Permit, Variance and Site Plan Review applications. In carrying out these assignments, Board members must devote many hours to on-site inspection, review of staff reports and other materials, and attendance at regular Board meetings, held every Tuesday at 9 A.M.

Use permits are required to allow for evaluation of compatibility of a proposed use in relation to the surrounding neighborhood. Variances from Zoning Ordinance stipulations may be permitted if the applicant can prove unique circumstances which would cause unusual hardship if the regulations were strictly applied. Certain uses such as apartments in high-density districts require a complete site plan review to assure that landscaping, streets, parking and loading facilities are compatible with adjoining developments.

An affirmative vote of at least three Board members is required to make a decision. The Board does not hold public hearings. Its decisions are final unless appealed to the Planning Commission within ten days after Board action.

HUMAN RELATIONS COMMISSION

Hayward's Human Relations Commission was created by the City Council in November, 1964. The Commission is composed of eleven members, representing a cross-section of the city's social, economic, racial and cultural segments. The statement under which the Commission was formed declares "the public policy of the City of Hayward is to create an environment which will encourage and bring about mutual understanding and respect among all groups of the City, eliminate prejudice, discrimination and disorder, and guarantee equal rights and opportunities for all, regardless of race, religion or national origin."

In its efforts to improve community understanding, the Commission has concentrated on four areas — housing and housing integration, fair and equal employment, equal educational opportunity for

all Hayward children, and involvement by interested groups and individuals. The Commission has been active in work with colleges and local school districts in trying to avoid racial friction, and has functioned as negotiator between school administration representatives and student groups. The Commission has sponsored the annual Hayward Conference on Racism which provides an open forum for discussion of ideas about improving intergroup relations.

INDUSTRIAL COMMISSION

Hayward Industrial Commission has responsibility for studying all plans for industrial improvements in the City and surrounding area, with reporting such activities to the City Council, besides promoting and defending industrial zoning, in cooperation with the City Planning Commission. A representative of the Industrial Committee of Hayward Chamber of Commerce attends all meetings of the City Industrial Commission on the first Wednesday of the month. In turn, the Commission has one or more of its members present at all sessions of the Chamber Committee. To insure grassroots support and guidance, the City Industrial Commission is assisted by an Advisory Committee appointed by the Commission and composed of 20 members who are associated with local industrial and business firms. Hayward's unusually successful record in attracting desirable industries during recent years is a direct result of the close working relationship between the City Industrial Commission and the Chamber of Commerce Industrial Committee.

LIBRARY COMMISSION

The City Council is aided in its decisions concerning City Library policies and operations by the recommendations of the City Library Commission. This advisory agency meets the third Monday of each month, except July, August and December. Appointments to the five-member commission are for four-year terms. In its advisory capacity, the Library Commission is concerned with a wide range of policy

and procedural matters, including rules, hours, facilities and fees. It participated actively in the studies which led to the plans and specifications for Weekes Branch Library which were recommended to the City Council. There is a continuing survey by the Commission of problems which have to be met in attempting to satisfy the library requirements of an expanding population. The Commission is involved in long-range planning, with special attention to need and possible location of expanded facilities.

PARKS COMMISSION

The Parks Commission is the Council's advisory agency on long-range plans for development of parks and related recreational facilities. With the exception of Memorial Park and the City Plaza, operation and maintenance of all other park areas within City limits belong to Hayward Park and Recreation District, an area agency. The City has tacit agreement with HARD which provides for Hayward to take over full park and recreation operations and control within the next ten years.

In the meantime, the City Parks Commission's basic role is coordinating City and HARD activities. A Parks Commission representative attends all HARD meetings. The Commission reviews all HARD proposals, with special attention to that group's budget, to make sure that Hayward receives its pro-rata share of tax money expenditures. The Commission also participates with the City Council's Beautification Committee in review of all municipal beautification projects such as mini-parks, median strips and grade separation landscaping. The Parks Commission meets the second Wednesday of every month.

PERSONNEL BOARD

The City of Hayward's five-member Personnel Board plays a vitally-important role in the operations of a municipal government employing more than 500 persons and charged with responsibility of public service to a population of almost 100,000 people. The Board establishes new position classifications of

employment, approves amendments of requirements for existing positions or abolition of certain classifications. It recommends to the City Council via the City Manager salaries for various positions after a thorough review of data provided by the Personnel Department.

The Personnel Board hears appeals from City Manager decisions on matters of employee discipline. If Board members do not agree with the City Manager, and if he does not alter his ruling, the case may be taken to the City Council for final solution. While primarily an advisory body, the Personnel Board has administrative powers in matters such as establishment of classifications of positions and appeals relating to disciplinary actions. Board decisions are final in these areas unless the employee involved wishes to contest the Board's action. Regular Board meetings are held the first Monday of the month.

PLANNING COMMISSION

The City Planning Commission, one of the two advisory bodies named in the City Charter, was created to advise the City Council on development and implementation of plans and programs which will guide the growth and improvement of the community. The City's General Policy Plan developed by the Planning Commission and approved by the City Council in 1962 represents "agreement in principle on goals and objectives." The General Plan is supplemented by individual district plans with multi-purpose programs involving land use, zoning, park locations, transportation, schools and open spaces. An important part of the planning process is the holding of neighborhood meetings where local residents may express their wishes and opinions.

The Planning Commission currently is engaged in revising, updating and supplementing the 1965 plan in order to reflect changing conditions and new information. The Commission holds meetings approximately four times a month, with bi-monthly study sessions to review and consider zoning development plans and special district planning studies.

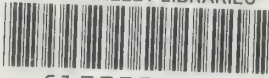
PUBLIC SERVICES COMMISSION

Holding regular meetings the fourth Thursday of the month, the Public Services Commission reviews all capital improvement projects relating to streets, sewers, water, and traffic engineering which the Public Works Department presents to the City Council each fiscal year for budgetary consideration. The Commission's reviews are comprehensive and exhaustive. For example, it spent two years surveying the City's water system expansion and improvement requirements before making recommendations to the Council which resulted in the 1962 bond election for financing the second Hetch Hetchy supply pipeline. Another important and continuing study subject is the City's sewage disposal problem, especially as related to the increasingly strict requirements of the Regional Water Quality Control Board.

Typical problems for Commission investigation and review are location of water department reservoirs, sewage treatment plant operations, traffic engineering projects such as signalization and channeling, matters connected with BART rights-of-way, stations and grade separations giving due consideration to the City's Master Plan, plus ultimate service areas and minimum design standards for utilities. The Public Works Department furnishes the Commission information, data, maps and records and provides technical assistance as required.

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CITY OF HAYWARD BOARDS AND COMMISSIONS MEETINGS

Board of Adjustments

Every Tuesday, 9:00 a.m., Council Chamber

Human Relations Commission

First Thursday of month, 7:30 p.m.,
Conference Room B, Mall

Industrial Commission

First Wednesday of month, 8:00 p.m.,
Conference Room B, Mall

Library Commission

Third Tuesday of month, 7:30 p.m.,
Conference Room A, Mall

Parks Commission

Second Wednesday of month, 8:00 p.m.,
Conference Room B, Mall

Personnel Board

First Monday of month, 7:00 p.m.,
Personnel Department, 10th Floor

Planning Commission

Second and Fourth Thursday, 7:30 p.m.,
Council Chamber

Public Services Commission

Fourth Thursday of month, 7:30 p.m.,
Conference Room A, Mall

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